

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

June 7, 2010

NOTICE

MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, June 9, 2010, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
- B. New Business
 - 1. Resident concerns over intersection at Edison & Woods Manor Dr.
 - 2. Stop sign request in Savanna Oaks Subdivision]

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of May 12, 2010 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Compensation of officials
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, June 9, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, June 9, 2010 at 6:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Janet Baechle and Mike Blaies.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Discussed in executive session.

B. NEW BUSINESS:

1. Resident concerns over intersection at Edison & Woods Manor Drive: We received a request from Jason and Dana Miller to have a 4-way stop installed at that intersection. Mel said there have not been any accidents or injuries in that area. Trustee Smith said he talked to Jason Miller who stated there are people speeding down Woods Manor. The committee agreed with the request.

Trustee Steve Smith motioned to recommend to the full Board the intersection at Edison Street and Woods Manor Drive be changed to a 4-way stop and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Resident request to change speed limit and add children playing sign: Steve talked to Mike Stroh, who lives in Savanna Oaks, and they only want the children playing sign. Steve said the resident wants to see how that sign helps the area before asking that the speed limit be reduced. John will order the signs and get them put up on both sides of Oak Thorn.

Chief Woodruff told the committee that he has not been contacted by the homecoming committee in writing, nor has the auxiliary force been notified. Mel sent the auxiliary force a letter asking for their help during homecoming. He has not heard from Relay for Life. He did advise the police officers that they will assist with the bank run and also have them conduct drive throughs during the event.

Trustee Smith received information on an ordinance for noise in subdivisions and he will have Julie get everyone a copy. Trustee Baker said someone suggested to her we have a Gene Kramer day. Chief Woodruff added we could also make it an ESDA Awareness Day and Dennis will talk to the Mayor about a proclamation. Mel said we could also get his picture and put an article in the paper.

PERSONNEL: A. OLD BUSINESS:

1. Approval of May 12, 2010 minutes: *Trustee Steve Smith motioned to approve the May 12, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: This was not discussed due to the public works unionization issue.

a. Public Works On Call Status: Not discussed for the same reason.

3. Job Descriptions: Julie passed out copies of descriptions from several municipalities but said she has more coming and will get copies of those into everyone's mailboxes.

4. Compensation of officials: Dennis needs to talk to IML and Attorney Wigginton.

B. NEW BUSINESS: Trustee Baker asked John if things are going smoothly and John advised everything is going fine.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

EXECUTIVE SESSION

6:45 P.M.

Trustee Charlie Mattern motioned to enter Executive Session citing collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:57 P.M.

Trustee Steve Smith motioned to end Executive Session at 7:57 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Chairperson Baker reconvened the Personnel Committee meeting at 7:58 p.m.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:59 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, May 12, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, May 12, 2010 at 5:40 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guest present: Janet Baechle and Mike Blaies.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said he has not heard anything yet. He did send the union attorney a copy of the approved budget as requested.
2. Decision of Board on charging for event coverage: This was decided at the last board meeting. Chief Woodruff sent a letter to Judy Hand/Churches United for Concerts in the Park, Al Watters/Homecoming, Donna Arras/Relay for Life, Father Reyling/St. Joseph Church, Andrew Lehman/Freeburg High School and Tomi Diefenbach/Freeburg Elementary School explaining the new policy that any non-village function will be billed at \$50.00 per officer per hour. Mel stated he needs to make the decisions on how many officers would be required to cover an event. Mel said with respect to homecoming, officers will be utilized in a security capacity and not used for parking. Mel said he will continue to work homecoming.

B. NEW BUSINESS:

1. Lighthouse Learning Request to use Park: Mel advised they normally hold this event around noon. He is fine with the request.

Trustee Steve Smith motioned to recommend to the full Board Lighthouse Learning Preschool Graduation request to use the Village Park on Friday, May 21, 2010 be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. SILEC Training: Mel advised this is the annual invoice that covers all the training through them. They have nine full time officers and two part-time officers.

Trustee Steve Smith motioned to recommend to the full Board the SILEC Invoice in the amount of \$85 per officer for a total of \$935 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

With no further police business, Chief Woodruff left the meeting.

PERSONNEL: A. OLD BUSINESS:

1. Approval of March 10, 2010 and April 6, 2010 minutes: Julie told the committee Shane was not comfortable with the wording from the March 10, 2010 minutes where it stated, "Shane said they wanted to discuss the raise request and further said he does not think the trustees are willing to listen to them." Shane wanted the sentence to end at request.

Trustee Charlie Mattern motioned to approve the March 10, 2010 minutes as amended and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the April 6, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: This was not discussed due to the public works unionization issue.

a. Public Works On Call Status: Not discussed for the same reason.

3. Job Descriptions: It was decided at the last board meeting to have Julie contact other municipalities and obtain job descriptions for the Village Administrator, Chief of Police, Public Works Director and Office Manager.

4. Compensation of officials: Dennis will prepare the ordinance to be clean up our current code. It will be revised to state officials will be paid for meetings attended. Dennis will check with IML to see how to handle if more than 4 board meetings are missed and also verify with them if all officials will be affected immediately by this change or if it goes into effect upon expiration of their term.

5. Residency Requirement: The ordinance included in the packet was done to equal the residency requirements between the public works/administrative employees and the police officers.

Trustee Steve Smith motioned to recommend to the full Board the Ordinance establishing residency requirements as of June 1, 2010 be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to amend the agenda to hear General Concerns and Public Participation before New Business and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Mike Blaies asked who the residency requirement applied to and Dennis said it is for the Village full-time employees.

B. NEW BUSINESS:

EXECUTIVE SESSION

6:02 P.M.

Trustee Steve Smith motioned to enter into Executive Session to discuss pending litigation, 5 ILCS 120/2(c)(11) and personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

6:10 P.M.

Chairperson Baker reconvened the Personnel Committee meeting at 6:11 p.m. Village Administrator Herzing told the committee that Public Works Director Ron Dintelmann has requested to rehire summer employees Nick Price and Jared Kraus. Since they have been summer hire employees, a motion is not required. Dennis said there is a reduced amount of money in the budget for the summer hires and Ron will monitor that. The committee was in full agreement to hire Nick and Jared for the summer.

Village Clerk Jerry Menard asked Dennis how long Ray will be out and Dennis did not know. She asked if Ray would close the pharmacy at 7:00 p.m. for the two board meeting nights. Dennis will talk to Ray.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:13 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

Julie Polson

From: Tracy Smith [tracys@sullivanil.us]
Sent: Monday, June 07, 2010 10:38 AM
To: 'Julie Polson'
Subject: IConnection RE: Personnel

We do not really have a Village Admin/Mgr. We also do not currently have a public works director position, although that is something they are looking at creating in the coming year or so. Our treasurer acts as the office manager for the utility office.

Below is the only job description that I am aware of for Chief of Police. It is the description from our ordinance book.

Sorry I couldn't be of more help!

30-2-3 CHIEF OF POLICE; DUTIES. The Chief of Police shall, under the supervision of the Mayor, exercise general supervision and control over the Police Department and its personnel, and shall see that all other police officers are prompt and efficient in the discharge of their duties. He shall enforce rules and regulations of the Police Department as may be, from time to time, established by City Code or by the Commissioner of the Department of Public Affairs. It shall be the further duty of the Chief of Police to see that the ordinances of the City and the statutes of the State of Illinois are observed and enforced within the City limits. He shall keep such records and make such reports concerning the activities of his department as may be required by statute or by the City Council. He shall receive as his salary such sum as the City Council shall, by proper resolution, determine, such salary to be payable in equal bi-weekly installments.

Tracy Smith

-----Original Message-----

From: Julie Polson [mailto:jpolson@freeburg.com]
Sent: Monday, June 07, 2010 9:50 AM
To: 'Tracy Smith'
Subject: RE: Personnel

Tracy: Do you have job descriptions for the following positions (if you have them): Chief of Police, Village Administrator/Manager, Public Works Director, Assistant Public Works Director and Office Manager that you could send me? Thanks!!

From: Tracy Smith [mailto:tracys@sullivanil.us]
Sent: Thursday, October 01, 2009 8:15 AM
To: 'Julie Polson'
Subject: RE: Personnel

6/7/2010

JOB DESCRIPTION

Current Employee: Danny Schrempp

PART 1 – GENERAL DESCRIPTION:

Title: Public Works Director

Department: Public Works Department

Reports to: City Manager

Supervision Duties: Electric Department, Power Plant, Water and Sewer Department, Street Department, Maintenance Department

QUALIFICATIONS:

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PART II – PERFORMANCE DESCRIPTION

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Administer and enforce the Zoning Code.
- Serve as building inspector, flood plain inspector, and Zoning Administration.
- Issue all Building Permits and Zoning Certificates, and make and maintain all records thereof.
- Issue all Certificates of Occupancy, and make and maintain records thereof.

- Issue Building and Zoning Occupancy Permits as authorized by the Zoning Code.
- Conduct inspections of buildings, structures, and land to determine compliance with the Zoning Code and to notify in writing the person responsible for any violation found.
- Order the discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures or of illegal additions, alterations, or structural changes, discontinuance of any illegal work being done.
- Prepare and cause to be published yearly a map showing the existing zoning uses, division, restrictions, regulations, and classifications in effect.
- Maintain permanent and current records of the Zoning Code.
- Provide and maintain a source of public information relative to all matters arising out of the Zoning Code.
- Receive, file, and forward to the Plan Commission, all applications for amendments, use variances and special permits, and other matters upon which the Planning Commission is required to act under the Zoning Code.
- Receive, file, and forward to the Zoning Board of Appeals all applications for variances, appeals, and other matters upon which the Zoning Board of appeals is required to act under the Zoning Code.
- Advise the Mayor, City Council, and City Manager of zoning activities by written report once each month.
- Meet with water, sewer, street, line crew, and power plant employees for daily updates of tasks and proposed projects.
- Order material- signs, posts, culverts, rock, paint etc. as needed for maintenance.
- Approve purchase orders.
- Supervise/spec equipment purchases.
- Assist in grade elevations for ditch work and culvert placement.

- Propose CDBG projects and confer with engineers as to the progress and final walk through of projects.
- Plan yearly MFT oiling program and account yearly MFT hours for audit.
- Work to acquire easements for public works projects.
- Interview prospective employees.
- Supervise swimming pool clean up and start up, and monitor water quality daily.
- Order chemicals for pool.
- Send out inspection and conditional utilities permit bills.
- Address public nuisance issues/violations.
- Review submitted residential building plans, subdivision plans, site plans.
- Submit commercial building plans to BOCA, TWM, or other engineering firm for review.
- Maintain subdivision maps.
- Answer FEMA map issues.
- Locate property pins if possible for owners.
- Attend City Council meetings bi-monthly.
- Attend monthly zoning and planning meetings.
- Attend Mascoutah Main Street facade meetings when requested.
- Attend infrastructure committee meetings when requested.
- Attend bi-monthly meetings of the Code Enforcement Officials of Southern Illinois.
- Attend bi-monthly meetings of MIA.
- Attend yearly meetings of IMEA and IMUA.

- Attend mayors meeting.
- Assist with set-up and operation of the Mascoutah Homecoming.
- Manage and supervise all matters pertaining to all utilities of the City.
- Control the work and overtime schedule of all employees in Public Works Departments.
- Responsible for all equipment assigned to the Public Works Department.
- Responsible for maintenance coordination of public grounds and buildings of the City, including the responsibility for supervision of janitorial and maintenance supplies and equipment.
- Oversee the reading of all utility meters and the condition of same.
- Prepare bid specifications for the acquisition of all equipment relating to the Public Works Department.
- Responsible for establishing and maintenance of all equipment inventories.

JOB DESCRIPTION

Current Employee: Terry Draper

PART 1 – GENERAL DESCRIPTION:

Title: City Manager

Department: Administration

Reports to: Mayor, City Council

Supervision Duties: Public Works Department, Finance Department, Economic Development, Public Department of Safety, Utility Billing Department, City Clerk, City Treasurer

QUALIFICATIONS:

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PART II – PERFORMANCE DESCRIPTION

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Manage and control all matter pertaining to the day to day operations of the city and of all departments of the city.
- Supervision of Public Works Department, Finance Department, Economic Development, Public Department of Safety, Utility Billing Department, City Clerk, and City Treasurer.
- Attend all meetings of the City Council.

- Appoint certain city official positions as well as aiding the city council in appointments.
- Perform duties required by the City Council consistent with City Code, ordinances, or resolutions, and state statutes.
- Maintain a current inventory showing all real and personal property of the city and its location.
- Responsible for care and custody of all property which is not by law assigned to some other officer or body for care and control.
- Enforce all local, state, and federal laws.
- Recommend to the city council adoption of such measures as may be deemed necessary or expedient for the health, safety, and welfare of the community or for improvement of the administrative services.
- Investigate all complaints in relation to matters concerning the administration of the government of the City and in regard to service maintained by the public utilities in the City, and see to it that all franchises, permits, and privileges granted by the City are faithfully observed, and to perform such other duties as may be required by the City Council not inconsistent with the ordinances of the City or the statutes of the State.
- Act as license registrar and issue and revoke any and all business licenses as prescribed by law, with the advice and consent of the City Council.
- Exercise general supervision over all the officers of the City charged in any manner with the receipt, collection or disbursement of City revenues and all funds required to be in the custody of the City Treasurer.
- General administrative supervision of the accounting work of the City.
- Submit to the City Council an estimated report of the money necessary to defray the expenses of the City during the next fiscal year.
- Recommend to the council the salaries to be paid to each appointive subordinate employee of the city.
- Prepare and present monthly financial reports to the City Council.
- Examine all proposed contracts to which the City may be party.

- Shall be ex-officio be director of health, and enforce all laws and ordinances in the City relating to the protection of the public health.
- Act as zoning enforcement officer and see to the enforcement of the Zoning Code with the advice of the Building Inspector.
- Serve as the ex-officio director of public works.
- Direct and coordinate the employees responsible for the preparation of monthly utility bills, statements, and collections of the same.
- Appoint all non-elective officers.
- Act as a communication link between appointed personnel and City Council members.

JOB DESCRIPTION

Current Employee: Kevin Gordon

PART 1 – GENERAL DESCRIPTION:

Title: Director of Public Safety
Department: Public Safety Department
Reports to: City Manager
Supervision Duties: Police Division and EMS Division

QUALIFICATIONS:

- Includes those of Patrol and Sgt.
- Bachelor's Degree in Law Enforcement or related field.
- Thorough knowledge of modern law enforcement concepts and techniques.
- Extensive knowledge of criminal behavior and operating practices.
- Extensive knowledge of administrative procedures and methods.
- Extensive knowledge of criminal and intelligence investigation operations.
- Extensive knowledge of the functions and interrelationships of all law enforcement jurisdictions.
- At least ten years experience as a law enforcement officer with minimum five years in a supervisory capacity.
- Extensive knowledge of the theory and methods of supervision.
- Ability to follow oral and written instructions.
- Knowledge of court procedures.

- Ability to maintain professional standards.
- Knowledge of modern law enforcement principles, practices, methods, and techniques.
- Knowledge of constitutional rights, the judicial system, federal and state laws, and city ordinances and departmental rules, regulations, and established procedures.
- Knowledge of city's geography, street system, and building locations.
- Ability to effectively deal with the general public, witnesses, suspects, and representatives of the law enforcement agencies, even under adverse conditions.
- Ability to communicate effectively, orally and in writing.
- Possess a neat and well groomed appearance.
- Ability to qualify in departmental and State standards in firearms use.
- Basic clerical ability.
- Knowledge and ability to operate law enforcement equipment including firearms.
- Working knowledge of computers and standard applications.

PART II – PERFORMANCE DESCRIPTION

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Plans, organizes, directs, and evaluates department operations to include patrol activities, general and juvenile investigations, communications functions, and all peripheral functions of police work; identifies areas in need of improvement and initiates remedial measures.
- Implements policies and formulates procedures regulating police department operations and the conduct of all department employees, supervises, schedules, and evaluates performance of personnel.
- Remains cognizant on modern advancements in police procedures and practices; identifies personnel training needs and schedules appropriate training.

- Directs the preparation, maintenance, and submission of required reports and records of activities.
- Assists and cooperates with all law enforcement officials, and various other personnel in supplying information, assistance, and aid; administers a program of public relations and awareness with City officials and the general public.
- Conducts and/or participates in internal affairs investigations for alleged malfeasance of office; or violation of departmental policy and forwards to City Manager any reports resulting in disciplinary action or requested action.
- Forecasts operational needs, anticipates costs, and prepares departmental budget for presentation to City Manager' monitors the expenditure of allocated funds.
- Attends and participates in all required municipal meetings, professional conferences and seminars.
- Provides technical assistance to Board of Police Commissioners in the development of eligibility lists.
- Shall familiarize himself with administrative policy and execute department objectives within his area of responsibility.
- Shall be charged with assuring the proper performance of patrol and other police duties from the personnel in his command.
- Set an example to all subordinates in sobriety, dignity, courtesy, discretion, skill, diligence, and the observance of proper discipline.
- Conduct personnel evaluations.
- Timely completion of time cards.
- Complete annual report for both EMS and Police.
- Conduct performance appraisals.
- Maintain proper staffing levels.
- Complete monthly report for both EMS and Police.

- Plan purchases and approval of Purchase Orders.

F:\MGMT\City Hall Part Time\Job Descriptions\Completed\Director of Public Safety.doc

C:\Documents and Settings\jpolson\Local Settings\Temporary Internet Files\OLK50F8\Director of Public Safety.doc

CITY MARSHAL; DEPUTY CITY MARSHAL

Sec. 2-180. Created, purchasing agent.

There is hereby created the office of chief of police. The chief of police shall, by virtue of office, be a purchasing agent for the city.

(Ord. No. 01-14, § 15, 8-13-01)

Sec. 2-181. Bond.

The chief of police and all police officers under him or her shall give bond to the city, with security to be approved by the council, in the penal sum of \$1,000.00, conditioned for the faithful performance of their duties of office and the payment of all money collected by them according to law, this Code and other city ordinances.

(Code 1976, § 2-68; Ord. No. 01-14, § 16, 8-13-01)

State law references: Bond of municipal officers, 65 ILCS 5/3.1-10-30.

Sec. 2-182. Duties.

The duties of the chief of police and all police officers shall be as follows:

- (1) They shall devote their entire time to the discharge of the duties of their office, and shall not absent themselves from such duty without the written consent of the mayor, which shall be filed with the clerk, or leave the city, except on special duties, without such consent so filed with the clerk. They shall be charged with the preservation of the peace, order, safety and cleanliness of the city and with the duty of protecting the rights of persons and property, and of enforcing all ordinances and orders of the council.
- (2) They shall take notice of all nuisances, obstructions and defects in the sidewalks, streets and alleys, or other public places of the city, and shall cause such nuisances, obstructions and defects to be abated or removed, or immediate notice thereof in writing given to the proper officer whose duty it may be to take action in relation thereto.
- (3) The chief of police shall attend, either in person or by one of his or her police officers, all meetings of the city council, execute all its orders and close the council chamber upon the adjournment of that body. He shall also without unnecessary delay execute all warrants and other legal process placed in his or her hands by any legal authority.
- (4) The chief of police shall, at the first council meeting in each month, make a written report to the council, showing the number of arrests made by the department during the preceding month, the name of each person arrested, the offense charged, the magistrate before whom tried, the disposition of the case, the amount of the fine imposed, if any, and the amount of such fine collected; also all property received.
- (5) The chief of police, by and with the consent of the mayor and the council and when the necessity of the occasion requires, may appoint as many special police officers from out the body of citizens of the city as may be necessary to preserve order and enforce the laws, this Code and other ordinances of the city. Such special police officers shall be sworn to the faithful performance of their duties as such, and shall possess like powers and authority of the chief of police, and shall be under his or her authority and control and shall faithfully obey and observe all lawful orders and directions by the chief of police to them given.
- (6) They shall have charge of the city hall, shall keep it clean and in good order, and properly prepare the city hall for all meetings of the council.
- (7) They shall have charge of the city jail, keep it clean and in good order at all times or cause the same to be done at

the chief of police's expense, so as to be in a sanitary condition, suitable for the incarceration of offenders of the ordinances of the city.

(8) The chief of police shall forthwith, whenever the dead body of any animal shall be found on any of the public grounds, streets or alleys of the city and notice thereof is given to him or her, remove or properly destroy such dead body.

(9) The chief of police shall control and direct the police officers under him or her and in all matters of controversy in his or her judgment shall be final, subject to review by the mayor.

(Code 1976, § 2-69; Ord. No. 01-14, § 17, 8-13-01)

State law references: Auxiliary police officers, 65 ILCS 5/3.1-30-20.

Sec. 2-183. Penalty for neglect of duty.

In case the chief of police or any police officer shall neglect or refuse to perform any duty required of them by the ordinances of the city, or unnecessarily disobey any order or orders given them by the mayor or council touching their duty as such chief of police or police officer, or shall refuse or unnecessarily delay serving any warrant or other process placed in their hand by legal authority, he or she shall for each offense, on conviction, be fined as provided in section 1-5.

(Code 1976, § 2-70; Ord. No. 01-14, § 18, 8-13-01)

Sec. 2-184. Reserved.

Editor's note: Ord. No. 01-14, § 19, adopted Aug. 13, 2001, repealed § 2-184, which pertained to designating chief of police and police officers.

Secs. 2-185– 2-195. Reserved.

**DIVISION 8.
SUPERINTENDENT OF PUBLIC WORKS***

Cross references: Utilities, ch. 86.

Sec. 2-196. Created, purchasing agent.

There is hereby created the office of superintendent of public works who shall be the superintendent of the electric department, gas department, water department, sewer department, street and alley department, parks and recreation and buildings of the city. The superintendent of public works shall, by virtue of office, be a purchasing agent for the city. The superintendent of public works shall report directly to the director of public works.

(Code 1976, § 2-77; Ord. No. 01-14, § 20, 8-13-01; Ord. No. 05-9, § 3, 5-9-05)

Sec. 2-197. Vacancy.

During vacancy in the office of superintendent of public works, the assistant superintendent of public works shall fill such vacancy until the temporary successor is appointed by the mayor or until a permanent successor shall be duly appointed by the mayor with the advice and consent of the council at a regular meeting, or special meeting called therefor, and duly qualified.

(Code 1976, § 2-78; Ord. No. 01-14, § 21, 8-13-01; Ord. No. 05-9, § 4, 5-9-05)

Sec. 2-198. Bond.

The superintendent of public works shall give bond in the sum of \$10,000.00, and in case of a vacancy filled by appointment, the same bond shall be required as was required of the former superintendent. Such bond shall be conditioned upon the faithful discharge of the duties of superintendent of public works as recited in this division or any amendatory or supplementary ordinance thereto, the faithful accounting and paying over to the city treasurer of all moneys collected and received by the superintendent for the city, and the prompt transfer and delivery to his or her successor in office of all books, records, accounts, plats, profiles, blanks, stationery and other files and supplies of his or her office.

(Code 1976, § 2-79; Ord. No. 01-14, § 22, 8-13-01; Ord. No. 05-9, § 5, 5-9-05)

Sec. 2-199. Duties.

(a) It shall be the duty of the superintendent of public works, when properly appointed and qualified, to at once assume the management of all public utilities subject to the direction of appropriate utility committee of the council; to see that all laws, provisions of this Code and other ordinances, rules and regulations of the council relative to such public utilities are executed; that the condition of all contracts relating thereto are faithfully performed and carried out; that the engines, machinery, apparatus, dynamos, boilers, pumps, mains, wires, pipes, conduits, poles, fire hydrants, gates, valves, boxes, sewers, manholes, catchbasins, curb inlets, connections and all other appurtenances are properly and efficiently maintained, operated, repaired and controlled at all times, and in proper and sufficient condition for use; that all of such systems are manned by capable and efficient employees, and sufficiently equipped in all particulars to ensure efficient service at all times and to their greatest capacity.

(b) The superintendent shall also direct, superintend and control all subordinate employees in all matters, especially as to time, hours of service and their respective duties, and shall keep or cause to be kept a faithful record of service

performed by such for the advice both of the committee and council; and it shall be the superintendent's duty to see that all things necessary and required to be done in and about such utilities, and not specified in this section, that efficient service may be given such city as well as the patrons thereof, is done.

(c) The superintendent shall read or cause to be read each month all electric, gas, and water meters and keep a correct record thereof; the superintendent shall also inspect or cause to be properly inspected, as often as deemed necessary or as may be required by the appropriate utility committee of the council, all parts of such utilities, and all private and public plumbing, wiring, electric, gas, water and sewer connections, and make a report of any fault or deficiency therein; the superintendent shall tap all water mains, make all electrical connections, or superintend the same when done by others; the superintendent shall superintend the laying of any residence sewer pipe and connection to the main sewers of the city; the superintendent shall superintend the laying of any gas pipe and connection to the gas mains of the city; the superintendent shall also make reports of the condition of such utilities as required by the council, with recommendations and his or her acts and doings therein, to the council of such city in writing, and in all matters of doubt or conflict, the judgment of the appropriate committee of the council shall be final and conclusive, and to whom the superintendent shall refer such matters.

(d) The superintendent of public works or his or her duly authorized assistants shall, inspect or cause the inspection of utilities, private and public plumbing, wiring, private and public electric, gas, water and sewer connections, have authority to enter any premises at reasonable hours for the purpose of inspection, and all of such wiring and electric connections shall be in accordance with the requirements of the National Electric Code as it shall be in force and as amended, and in addition to such regulations all service entrance connections shall be placed on the outside of the buildings and in full view for inspection, and all of the gas connections shall be in accordance with requirements of applicable state and federal regulations as shall be in force, and the superintendent shall have the power and authority to order the same.

(e) All new wiring installed and all equipment installed by order of the superintendent of public works for any violations of this section, after proper inspection by the superintendent, shall be of approved service entrance cable or conduit equipment, and all such wiring, either new or replaced by order of the superintendent, shall be inspected by such superintendent before any electric current shall be turned on by the city for use by the consumer.

(f) The superintendent of public works or his or her duly authorized assistants shall have the power and authority to order any faulty equipment of any kind removed and replaced within ten days after proper inspection and notice to the owner thereof, and any such equipment not complying with the regulations of the National Electric Code shall be deemed to be faulty, and upon the failure of the consumer or owner to comply with the order of the superintendent of public works shall be deemed in violation of this Code.

(g) The superintendent of public works shall not allow the connection of or shall not turn on or furnish new utility services to any premises inside the city limits until receipt of an appropriate building permit issued by the city's building inspector.

(h) The superintendent of public works shall assume the management of the street and alley department, signs, parks and recreation facilities, and city buildings and equipment.

(Code 1976, § 2-80; Ord. No. 93-39, § 1, 11-8-93; Ord. No. 01-14, § 23, 8-13-01; Ord. No. 05-9, § 6, 5-9-05)

Sec. 2-200. Assistant superintendent of public works.

(a) Created, purchasing agent. There is hereby created the office of assistant superintendent of public works. The assistant superintendent of public works shall, by virtue of office, be a purchasing agent for the city. The assistant superintendent of public works shall report to the superintendent of public works.

(b) Bond. The assistant superintendent of public works shall give bond in the sum of \$10,000.00, and in case of a vacancy filled by appointment, the same bond shall be required as was required of the former assistant superintendent. Such bond shall be conditioned upon the faithful discharge of the duties of assistant superintendent of public works as

recited in this division and for the payment of all money received by the assistant superintendent according to law or ordinance.

(c) Duties. The assistant superintendent of public works shall be the assistant to the superintendent of public works and shall perform the duties directed by the superintendent of public works. It shall also be his or her duty to perform any and all duties of the superintendent of public works in case of a vacancy in the office of superintendent of public works, until such time as the vacancy is filled by appointment, or in case the superintendent of public works is vacant from the corporate limits.

(Code 1976, § 2-81; Ord. No. 01-14, § 24, 8-13-01; Ord. No. 05-9, § 7, 5-9-05)

State law references: Bond of municipal officers, 65 ILCS 5/3.1-10-30.

Secs. 2-201– 2-210. Reserved.

DIVISION 9. OFFICE MANAGER

Sec. 2-211. Created, purchasing agent.

There is hereby created the office of office manager. The office manager shall, by virtue of office, be a purchasing agent for the city.

(Code 1976, § 2-90; Ord. No. 01-14, § 25, 8-13-01)

Sec. 2-212. Reserved.

Editor's note: Ord. No. 01-14, § 26, adopted Aug. 13, 2001, repealed § 2-212, which pertained to terms and removals and derived from Code 1976, § 2-91.

Sec. 2-213. Bond.

The office manager shall give bond in the sum of \$10,000.00, and in case of a vacancy filled by appointment, the same bond shall be required as was required of the former office manager. Such bond shall be conditioned upon the faithful discharge of the duties of office manager as recited in this division or any amendatory or supplementary ordinance thereto, the faithful accounting and paying over to the city treasurer of all moneys collected and received by the office manager for the city, and the prompt transfer and delivery to his or her successor in office of all books, records, accounts, plats, profiles, blanks, stationery and other files and supplies of the office manager's office.

(Code 1976, § 2-92; Ord. No. 01-14, § 27, 8-13-01)

State law references: Bond of municipal officers, 65 ILCS 5/3.1-10-30.

Sec. 2-214. Duties.

(a) It shall be the duty of the office manager, when properly appointed and qualified, to at once assume the management of the office of the city subject to the direction of the mayor; to see that all laws, provisions of this Code and other ordinances, rules and regulations of the council relative to such office are executed, and that the conditions of all contracts relating thereto are faithfully performed and carried out.

(b) In supervising the operations of the office, the office manager shall oversee the billing of all utilities; oversee the payroll and related items; supervise the office and office personnel; audit the collections of the city collector; act as secretary to the mayor; supervise the activities of the billing clerk; city collector and all other office personnel; daily

require the necessary paperwork to ensure efficient daily operations of the city office; in cooperation with the city treasurer invest prudently the funds of the city; and see that all positions of the office are manned by capable and efficient employees and sufficiently equipped in all particulars to ensure efficient service at all times.

(c) The office manager shall direct, superintend and control all subordinate employees in all matters, especially as to time, hours of service, and their respective duties, and shall keep or cause to be kept a faithful record of service performed by such employees with the advice of the mayor and council; and it shall be the office manager's duty to see that all things necessary and required to be done in and about the office and not specified in this section, so that efficient service may be given the city as well as the patrons thereof, is done.

(Code 1976, § 2-93; Ord. No. 01-14, § 28, 8-13-01)

Secs. 2-215– 2-225. Reserved.

**DIVISION 12.
DIRECTOR OF PUBLIC WORKS**

Sec. 2-240. Created, purchasing agent.

There is hereby created the office of director of public works who shall be the director of the department of public works of the city. The director of public works shall, by virtue of office, be a purchasing agent for the city. The director of public works shall report directly to the mayor.

(Ord. No. 04-8, § 2, 2-23-04; Ord. No. 04-20, § 2, 7-29-04; Ord. No. 05-9, § 10, 5-9-05)

Sec. 2-241. Bond.

The director of public works shall give bond in the minimum sum of \$10,000.00, and in case of a vacancy filled by appointment, the same bond shall be required as was required of the former director of public works. Such bond shall be conditioned upon the faithful discharge of the duties of office as recited in this division or any amendatory or supplementary ordinance thereto, the payment of all money received by the director of public works according to law or ordinance and the prompt transfer and delivery to his or her successor in office of all books, records, accounts, plats, profiles, blanks, stationery, and other files and supplies of the office.

(Ord. No. 04-8, § 2, 2-23-04; Ord. No. 04-20, § 2, 7-29-04; Ord. No. 05-9, § 11, 5-9-05)

Sec. 2-242. Duties.

It shall be the duty of the director of public works to:

- (1) Through the superintendent of public works, plan, coordinate and manage projects and related activities including the installation, construction, maintenance and repair of the utilities of the city, including but not limited to, the electric department, gas department, water department and sewer department.
- (2) Through the superintendent of public works, plan, coordinate and manage projects and related activities of the remaining departments of the public works department including the installation, construction and maintenance of streets and alleys, sidewalks, signs, parks and recreation facilities, city buildings and equipment, oversees mosquito spraying, snow removal, cutting and clearance of trees, weeds, brush and grass and other related tasks.
- (3) Perform administrative functions for all activities of the department of public works.
- (4) Review all public works department work completed to insure adherence to establish standards, state and city regulations.
- (5) Review plans and blue prints of new subdivisions, verify adherence to state standards and city ordinances, recommend changes for compliance and approve when acceptable and assist the zoning officer with review.
- (6) Coordinate with other city services departments, the Illinois Department of Transportation, cable and telephone companies, and rural electric cooperatives, investor- owned electric utilities and rural water districts adjacent to or within the utility boundaries of the city.
- (7) Oversee costs, quality and safety of major projects being performed by the department and/or outside contractors.
- (8) Prepare the annual department budget and monitor expenditures throughout the fiscal year.
- (9) Determine equipment and material needs, purchase supplies from appropriate vendors, and submit purchase requisitions to the city council for amounts exceeding his or her purchasing authority.

(10) Respond to emergency calls regarding city services, dispatch appropriate and available personal to the emergency site, visit the site and oversee work when necessary.

(Ord. No. 04-8, § 2, 2-23-04; Ord. No. 04-20, § 2, 7-29-04; Ord. No. 05-9, § 12, 5-9-05; Ord. No. 07-4, § 2, 3-12-07)

Sec. 2-243. Assistant director of public works.

(a) Created, purchasing agent. There is hereby created the office of assistant director of public works. The assistant director of public works shall, by virtue of office, be a purchasing agent for the city. The assistant director of public works shall report directly to the director of public works.

(b) Bond. The assistant director of public works shall give bond in the sum of \$10,000.00, and in case of a vacancy filled by appointment, the same bond shall be required as was required of the former assistant director. Such bond shall be conditioned upon the faithful discharge of the duties of assistant director of public works as recited in this division and for the payment of all money received by the assistant director according to law or ordinance.

(c) Duties. The assistant director of public works shall be the assistant to the director of public works and shall perform the duties directed by the director of public works. It shall also be his or her duty to perform any and all duties of the director of public works in case of a vacancy in the office of director of public works, until such time as the vacancy is filled by appointment, or in case the director of public works is vacant from the corporate limits. In addition, the assistant director of public works shall:

(1) Perform routine and technical engineering related to work for environmental, water, sewer, street, gas, electric and other public works projects and programs.

(2) Perform GPS/GIS utility mapping activities.

(3) Assist the director of public works in the application of principals, methods and techniques of work related activities.

(Ord. No. 05-9, § 13, 5-9-05)

State law references: Bond of municipal officers, 65 ILCS 5/3.1-10-30.

Secs. 2-244– 2-250. Reserved.

CITY OF FAIRVIEW HEIGHTS**JOB DESCRIPTION**

POSITION: City Administrator
DEPARTMENT: Executive - Mayor's Office
STATUS: Full-Time
CLASSIFICATION: Management
REPORTS DIRECTLY TO: Mayor/City Council

SUMMARY OF POSITION:

The City Administrator shall be responsible to the Mayor and City Council for the proper administration of all affairs of the City.

ESSENTIAL JOB DUTIES: (Essential functions include the following and the physical requirements listed below)

- Supervise and coordinate the administrative functions of all departments, offices and agencies of the City
- Recommend appointments, and when necessary for the good of the City, recommend suspension, disciplinary action or removal of any City employee
- Attend all City Council meetings and aldermanic committee meetings, and participate, as required, in all discussions
- Provide for the enforcement of such laws and ordinances within the City
- Assist the Mayor and City Council as the Chief administrative officer of the City and perform such duties as may be directed by the Mayor and the City Council
- Coordinate activities between the departments to ensure efficient utilization of resources and maximize interdepartmental coordination
- Assist the Treasurer's Office in the preparation of the City's annual budget
- Make such reports to the Mayor and City Council as may be required concerning the operations of the City departments and offices
- Propose and recommend to the City Council such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining
- Prepare an annual report at the end of the fiscal year on the workings of the department
- Participate in the collective bargaining process of the City
- Oversee the operations of the City departments

- Oversee the investigation responses to the resident inquiries and complaints related to the operations of the City based upon reports of directors
- Participate in the development and implementation of economic development programs for the City, including business retention, expansion and recruitment
- Serve as a liaison to tourism, Chamber of Commerce and all allied organizations
- Perform related duties as assigned

BASIC JOB QUALIFICATIONS

- Master's Degree in Public Administration or related degree
- Accounting experience
- Minimum of three years of assistant administrator experience
- Excellent working knowledge of the principles of municipal government
- Good communications skills
- Valid Illinois driver's license
- Driving record acceptable to the City
- Residency in Fairview Heights

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

- Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal government
- Knowledge of federal, state, regional and county programs, procedures and funding sources related to municipal government
- Knowledge of planning, developing and controlling large budgets
- Knowledge of principles and practices of administration, supervision and training
- Knowledge of contract law and developing, reviewing, negotiating and enforcing contracts
- Knowledge of federal and state grant applications and administration procedures
- Knowledge of City organization, operations, policies and objectives
- Knowledge of language, grammar, spelling, punctuation and vocabulary
- Interpersonal skills
- Directing the operation of a diverse workforce
- Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of a City
- Ability to represent and promote the City
- Ability to negotiate and administer contracts with outside vendors and service providers
- Ability to provide clear and concise recommendations and alternative solutions
- Ability to develop a vision for the future and set up the steps to reach specific goals

- Ability to effectively and persuasively communicate, both verbally and in writing
- Knowledge of laws, rules and regulations related to assigned duties

WORKING CONDITIONS

- Office environment and travel to locations to attend meetings

OTHER JOB REQUIREMENTS

- Position requires time outside of normal working hours for events and meetings

PHYSICAL REQUIREMENTS

- Must be able to hear and speak sufficiently to effectively communicate with others
- Must be able to see to the degree necessary to read and analyze complex data
- Manual dexterity necessary to operate office machinery, computer keyboard, telephones, etc.

CITY OF FAIRVIEW HEIGHTS**JOB DESCRIPTION**

POSITION Chief of Police

DEPARTMENT Police

STATUS Full-Time

CLASSIFICATION Management/Director

REPORTS DIRECTLY TO Mayor of Fairview Heights

SUMMARY OF POSITION

Serves as top administrative officer of the Police Department. Responsible for all administrative processes and planning. Responsible for providing professional law enforcement services for the City.

ESSENTIAL JOB DUTIES

- Responsible for all command functions of the Police Department
- Handle planning and research for the department
- Prepare and submits the Police Department Budget for annual review
- Administer Police Department budget and approves expenditures
- Oversee and direct public service programs offered by the department, public relations, and communication with the public on law enforcement issues
- Coordinate and provide assistance to other law enforcement agencies
- Participate in contract negotiations with organized employee groups
- Prepare reports as required
- Maintain active memberships in professional law enforcement organizations
- Serve as personnel officer for all civilian employees of Police Department, including hiring, promotion, discipline, counseling and dismissal
- Provide technical assistance to Board of Fire and Police Commissioners in the hiring of probationary police officers
- Occasionally perform the functions and duties of the positions of Police Officer, Sergeant, Lieutenant, and Captain as required

BASIC JOB QUALIFICATIONS

- Bachelor's degree in Public Administration, Criminal Justice, or related field
- Specialized administrative training such as FBI National Academy, Northwestern University Center for Public Safety, Southern Police Institute or a similar advanced training program
- Five (5) or more years of progressively responsible supervisory experience in law enforcement
- Must be capable of being certified as a Police Officer by the State Training Board

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

- Possesses the requisite knowledge, skills and abilities required for subordinate ranks
- Ability to speak, hear, see, write, and communicate effectively, clearly, and efficiently
- Ability to plan and have strong organizational skills
- Ability to direct employees, lead, and train subordinates and peers
- Ability to attend night meetings
- Capable of speaking to the public effectively
- Capable of handling stress and pressure while completing work on schedule
- Ability to read with comprehension, draw conclusions, and make evaluations
- Ability to establish and maintain effective working relationships with other city departments and agencies
- Ability to be objective and make decisions without outside influences
- Ability to drive in local area during day and night hours, and in adverse weather conditions, to areas such as St. Clair County, Courthouse, Jail, and other designated businesses
- Ability to move around the Police Department and City Hall easily for copying, gathering information, and attending meetings as required
- Ability to bend and move weight bearing joints in the process of bending, stooping, kneeling, or reaching to assist an injured person, with or without assistance from another officer
- Ability to breathe freely and easily when running, chasing or heavy work activity
- Ability to exert upper and lower body strength when performing tasks such as pushing a stalled car, lifting a sick or injured person, struggling with a resisting suspect or separating two or more citizens fighting
- Ability to react quickly, such as dodging or evading the advances of a suspect who is resisting arrest
- Ability to think quickly and make value judgments

WORKING CONDITIONS

The employee works primarily in an office setting. There is significant time traveling locally and to other cities by vehicle for business meetings, court, and public speaking presentations. Since the employee periodically responds to calls for service, there is some exposure to physical confrontations with other individuals. The employee may be vulnerable to personal injury. The employee is exposed to inclement weather, although minimal. There is some walking, standing, stooping, reaching that sometimes requires above average physical agility and conditioning.

OTHER JOB REQUIREMENTS

From time to time, the Chief of Police may receive special assignments from the Mayor that may fall outside of the immediate scope of responsibility as outlined herein.

CITY OF FAIRVIEW HEIGHTS

JOB DESCRIPTION

POSITION Director of Public Works

DEPARTMENT Public Works

STATUS Full-Time

CLASSIFICATION Management/Director

REPORTS DIRECTLY TO City Administrator

SUMMARY OF POSITION

Plan, organize, direct and evaluate the activities of the Public Works Department; administer City public works activities, construction, maintenance and testing, including building maintenance, vehicle maintenance, street construction and maintenance and repair.

ESSENTIAL JOB DUTIES (Essential functions include the following and the Physical Requirements listed below)

- Plan, organize, direct and evaluate the city's public works functions; oversee engineering, street maintenance and construction, storm sewers and drainage, equipment pool, and building maintenance
- Direct the development of capital improvement plans and the subsequent construction of public works projects; review and approve engineering plans for private developments; inspect construction of public facilities by private developers
- Direct, coordinate and encourage the development of strategies to resolve City issues related to public works
- Supervise and evaluate the performance of assigned staff; interview and select employees and administer transfers, promotions, reassignment, termination and disciplinary actions
- Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets
- Control and authorize expenditures in accordance with established limitations

- Prepare and update short and long range strategic plans to assure the department's contribution to the City's overall plan and strategies; participate in the development of regional plans
- Manage the coordination of department activities with other departments and agencies
- Represent the City on regional and State committees
- Serve as a member of the management team, participating in the City's strategic planning efforts and addressing City-wide policy and management issues
- Present departmental issues and recommendations requiring policy direction to the Mayor
- Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies
- Make available Public Works services to the public and others
- Investigates citizen complaints regarding public works services and responds to resolve complaints
- Take an active part in planning and scheduling street and traffic construction and maintenance projects to meet with City's transportation needs
- Participate in the review and approval of municipal engineering and public works plans, drawings and plats submitted by the engineering consultants, developers and other engineers or technicians
- Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances
- Oversee the administration of federal and State transportation construction project grants; direct traffic engineering studies to determine traffic flows and define projects to accommodate traffic flows
- Identify federal, State and private research and development grants; determine the scope of work for which funds are needed and prepare proposals; administer preparation of grant applications
- Coordinate short and long term transportation system planning and project reviews with other City functions to assure consistent efforts to meet the public's transportation needs
- Direct procedures for the replacement of City vehicles and equipment as necessary
- Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs
- Prepare reports for Mayor, City Council and others as necessary
- Perform related duties as assigned

BASIC JOB QUALIFICATIONS

- Bachelor's degree in Engineering
- Seven years of progressive experience in management of public works and/or engineering functions with a significant portion of such experience in a public sector setting
- Registered professional engineer in the State of Illinois (or meet obtain said certificate within six months of appointment)
- Valid Illinois driver's license
- Driving record acceptable to the City

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

- Knowledge of Federal, State and local laws, ordinances, rules and regulations relating to municipal public works projects and activities
- Knowledge of Federal and State-wide environmental concerns and regulations
- Knowledge of technical aspects of transportation systems and street maintenance
- Knowledge of engineering management principles and practices
- Knowledge of Federal, State, regional and county programs, procedures and funding sources related to assigned duties
- Knowledge of planning, developing and controlling large budgets
- Knowledge of principles and practices of administration, supervision and training
- Knowledge of contract law and developing, reviewing, negotiating and enforcing construction contracts
- Knowledge of Federal and State grant applications and administration procedures
- Knowledge of laws, rules and regulations related to assigned duties
- Knowledge of City organization, operations, policies and objectives
- Knowledge of language, grammar, spelling, punctuation and vocabulary
- Knowledge of computer system and standard program usage, including CAD and GIS.
- Knowledge of a computer terminal and word processing software
- Knowledge of technical record-keeping techniques and requirements
- Interpersonal skills
- Directing the operation of a diverse work force
- Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of City public works
- Ability to represent the City and attend various board, commission and committee meetings
- Ability to negotiate and administer contracts with outside vendors and service providers
- Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions

- Ability to develop a vision for the future and set up the steps to reach specific goals
- Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks
- Ability to direct the maintenance of complex, detailed and official records, files and reports
- Ability to maintain current knowledge of technological advances in the field of public works
- Ability to effectively and persuasively communicate, both verbally and in writing
- Ability to promote the plans and programs of the public works department and City administration to managers, supervisors and employees
- Ability to physically perform the essential job functions

WORKING CONDITIONS

Office environment; travel to a variety of locations for site visits or to attend meetings.

PHYSICAL REQUIREMENTS

- Must be able to hear and speak sufficiently to effectively communicate with others, and be able to see to the degree necessary to read and analyze complex data
- Must be able to sit and stand for extended periods of time
- Ability to walk over rough and/or uneven surfaces to conduct project inspections
- Ability to bend at the waist on a regular basis